VICTORIA COLLEGE BELFAST
SIMS PARENT APP
ACCEPTABLE USE POLICY

Introduction

This *Acceptable Use Policy* applies wherever access to the Victoria College Belfast SIMS Parent App interface is provided. The Policy applies whenever information or data is accessed using the Victoria College Belfast SIMS Parent App, regardless of whether or not the actual device utilised to access the information or data is owned by Victoria College Belfast. The Policy also applies to all those individuals who make use of the Victoria College Belfast SIMS Parent App.

This *Acceptable Use Policy* is owned and administered by Victoria College Belfast.

Policy Objectives

This *Acceptable Use Policy* is intended to minimise security and data protection risks that might affect the integrity of the information held by the College, any authorised user of the Victoria College Belfast SIMS Parent App, and the individuals to whom the information or data within the system pertains. In particular, these risks can arise from:

▪   the intentional or unintentional disclosure of login credentials to the Victoria College Belfast SIMS Parent App by authorised users;

▪   the wrongful disclosure of private, sensitive, and confidential information or data; and

▪   the exposure of Victoria College Belfast to vicarious liability for information or data wrongfully disclosed by authorised users.

All users of the Victoria College Belfast SIMS Parent App are reminded that access to the system is a privilege (not a right) and that they are responsible for their own behaviour when accessing and using the system. All users must ensure that they respect the terms and conditions of use of the system and accept that any breach of these terms and conditions may lead to the withdrawal of their access rights.

Data Access

This *Acceptable Use Policy* aims to ensure that all relevant aspects of the Data Protection Act 2018 and the General Data Protection Regulation 2016 are adhered to and that personal information or data is used only in accordance with the provisions set out in the Privacy Notices developed and published by the College. The Policy aims to promote the best use of the system and further enhance the effective and efficient communication and sharing of information between parents, guardians and the College.

Authorised Users

The Victoria College Belfast SIMS Parent App system is provided for the use of persons who are legally responsible for pupils attending the College and for no other purpose. Access is granted on condition that the relevant user has acknowledged and accepted the specific terms of this *Acceptable Use Policy* by signing a *Parental Access Request Form*. The College will ensure that the user listed in the *Parental Access Request Form* has a legitimate entitlement to access information or data held by the College in relation to a relevant pupil (the name of whom must be listed on the *Parental Access Request Form*). A copy of the *Parental Access Request Form* will be held by the College for audit purposes.

Requests for access to the Victoria College Belfast SIMS Parent App must be submitted in writing to the College utilising the *Parental Access Request Form*. The College reserves the right to request any additional legal documentation required to confirm that a proposed user has a legitimate entitlement to access the SIMS Parent App and view information or data pertaining to a particular pupil.

Personal Use

Information made available through the Victoria College Belfast SIMS Parent App is confidential and is protected by law under the Data Protection Act 2018 and the General Data Protection Regulation 2016. As a result, users must not:

▪ distribute or disclose any information obtained from the Victoria College Belfast SIMS Parent App to any person, with the exception of the pupil to whom the information relates or to other adults with parental responsibility;

▪ attempt to access the Victoria College Belfast SIMS Parent App in any environment where the security of the information contained in the system may be placed at risk; or

▪ transfer information from the Victoria College Belfast SIMS Parent App to any form of portable media such as pen drives, or by electronic means such as email, without the express written permission of the College.

Password Policy

Each user must assume personal responsibility for their individual username and password and always keep them confidential. Usernames and passwords for the SIMS Parent App should not be disclosed to any person in any circumstances and should never be shared.

Passwords for the SIMS Parent App must be at least six characters in length and contain characters from three of the following four categories: English uppercase characters (A to Z); English lowercase characters (a to z); base ten digits (0 to 9); and non-alphabetic characters (such as !, $, #, %). Passwords must not be similar to usernames.

Policy Breaches

Victoria College Belfast reserves the right to revoke or deny the access of any individual to SIMS Parent App under the following circumstances:

▪ the validity of parental responsibility is questioned; or

▪ a court ruling is issued preventing access to child or family members.

Users shall be liable for any potential misuse of the SIMS Parent App or breach of the Data Protection Act 2018 that occurs as a result of failing to adhere to the guidelines set out in this Policy. In addition, if a child protection concern is raised or a dispute occurs, the College will revoke access to the SIMS Parent App for all parties involved, pending the investigation and resolution of the issue concerned.

In the event that the SIMS Parent App is not available for any reason, then the College will endeavour to disclose data and information in accordance with the Data Protection Act 2018.

Questions, Complaints and Appeals

Any users of the Victoria College Belfast SIMS Parent App with complaints or queries about the system should contact the College by telephone (028 9066 1506) or by email (nmawhinney@c2kni.net).